

Texas State Technical College

DATE: September 1, 2020
TO: House Committee on Higher Education
FROM: Chancellor Mike Reeser, TSTC
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254-867-4891
REGARDING: Request for Information, COVID-19 Pandemic Questions & Responses

1. Are institutions of higher education ensuring the health and safety of students, faculty and staff during the 2020 Fall Semester? When applicable, please speak directly to classroom and lab settings, dormitories, and dining halls.

Texas State Technical College (TSTC) implemented a phased-in approach to return students to on-campus operations that began on May 4, 2020. Courses with lectures were moved from an in-person to an online format while delivery of lab instruction remained in person. TSTC's unique nature of providing a skilled workforce for Texas meant the College had to teach the hands-on aspects of high-tech, high-demand technical courses in person. The College's Student Learning Division underwent a thorough review and analysis of every student and faculty space to make necessary safety changes. See *TSTC Attachment A – Return to Campus Parameters*.

Employees, both faculty and staff, who were not required to teach a lab course began working remotely in March and, for the most part, continue to do so. A phased-in approach for employees and visitors on campus has been implemented and is being closely monitored. See *TSTC Attachment B – Phased-In Approach to Return to Campus*.

In order to operate in the safest manner, TSTC designed day-to-day safety and hygiene protocols that comply with the guidelines published by the US Center for Disease Control (CDC) and Texas Department of State Health Services (TDSHS) which can be employed in technical laboratories. In conjunction with personal protocols, TSTC identified strict disinfecting guidelines and scene management protocols. See *TSTC Attachment C – Custodial Guidelines & Scene Management*

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Plan. There are dedicated links on TSTC's public-facing website that detail and categorize the College's efforts and provide information to educate stakeholders. See <https://tstc.edu/>.

Environmental safety controls in classroom and laboratory settings include one-way entry and exits, social-distancing markers on flooring, and the installation of sneeze barriers that separate students, staff, and faculty. Behavioral controls include the mandatory use of face masks, frequent hand washing, and social distancing of six feet or more.

See <https://www.youtube.com/watch?reload=9&v=P7H3CdBZmu0>.

At present, TSTC has no plans to open campus dining halls for the Fall 2020 semester but food service is available on a "to-go" basis.

The College's Housing Department has ensured that all staff are educated regarding TSTC policies and regulations, CDC and TDSHS recommendations, and the best practices of other higher education institutions and professional organizations. Housing tenants are encouraged to connect with staff remotely, when possible, through phone, email, and social media. In-office, face-to-face meetings are scheduled by appointment only to minimize cross-contact between customers and staff members. Students and staff are encouraged to self-report cases of positive infection, possible symptoms, or contact with positive or possible positive individuals. In this way, the College's contact tracing team will assess impact on possible secondary contacted individuals. Efforts have been made to de-densify residential facilities. Shared living areas will be minimized, and only single-occupancy rooms will be offered. Whenever possible, students will be placed in private units. Basic sanitation supplies have and will continue to be made available for student residents, if needed. Visitors are not allowed in residential facilities. Tenant education of return guidelines, physical distancing recommendations, and community spread prevention will continue to be stressed, with regular, ongoing reinforcement and multimedia reminders to residents.

2. What plans are in place for on-campus COVID-19 testing? Do institutions have the capacity to provide testing on campus, both in terms of available supplies and labs to process tests?

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There are currently no plans in place for on-campus COVID-19 testing. TSTC has implemented digital and stationary signage in all buildings, throughout each campus, and online to educate students, employees, and visitors on the safety protocols that must be adhered to while on TSTC property. The College's website provides videos adapted from the CDC on the proper use of safety PPE, hygiene, and hand washing. TSTC has self-reporting mechanisms available online for students and employees to use should they be symptomatic, have come in close contact with someone who is symptomatic or COVID positive, or are generally concerned that they may have been exposed.

Prior to reopening labs for coursework in May, TSTC trained personnel to perform contact tracing duties per CDC recommendations. *See TSTC Attachment D – Contact Tracing Protocols.* TSTC also clearly defined response protocols for students and employees who self-report a potential exposure to or case of COVID-19.

See TSTC Attachment E – Response Protocols. TSTC has a statewide group of high-level employees who meet daily to review cases, assign protocols, and follow up as needed prior to resolving the case and allowing the person to return to campus.

3. If applicable, what are plans for collegiate athletics this Fall? How will student athletes be kept safe? If fans will be permitted to attend events, how will fans be kept safe?

TSTC does not offer collegiate athletics. However, the College does have recreational facilities at several campuses. These facilities include racquetball courts, gymnasiums, volleyball, basketball, and exercise rooms. TSTC suspended the use of these facilities when campuses partially reopened in May and will continue to do so throughout the 2020 - 2021 school year. In addition to the College's recreational facilities, TSTC has also suspended all activities related to Student Life (Leadership Activities, Student Government Association, Intramural Sports & Wellness Programs, Volunteer Opportunities, Talent Shows, Clubs and Organizations, and Student Trips).

4. What do projected enrollment figures and formula funding look like to institutions for this school year?

During the Summer 2020 semester, TSTC saw approximately an 11 percent reduction in enrollment due to limiting new student enrollment related to

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pandemic concerns and less students persisting into the summer session. As the College approaches the Fall 2020 semester, TSTC anticipates approximately a 5 percent reduction in enrollment due to a drop in new student enrollment and lack of stop-out students re-enrolling. For the spring and summer semesters of 2021, TSTC anticipates a flat or slightly higher enrollment compared to the 2020 spring and summer enrollments.

As the TSTC Returned-Value Funding Formula is derived from the wage performance of students for five years after their time at TSTC, the impact of COVID will affect funding formula outcomes for several biennia in the future. Because of this, the pandemic will not likely impact formula funding determinations for the 2022 - 2023 biennium.

5. Has there been a noticeable impact on staff or faculty retention with regard to concerns about the pandemic?

The pandemic has had minimal impact on TSTC's staff and faculty retention. TSTC was fortunate to resume spring coursework in early May and operated through the summer semester. Long term, the organization does anticipate more substantial changes to the deployment of human capital to ensure relevancy during changing times.

The Chancellor communicates daily with employees via email in order to provide real time updates on COVID cases, to remind employees about the importance of safety protocols, and to provide an access to employees to reach out to him should they desire to do so. This creation of this dialogue has shown to be welcomed by employees while they perform job duties in new ways.

6. Health Related Institutions were exempt from the 5 percent budget cuts earlier this year, due to their important role in resolving the public health crisis. What are some of the programs, research, and responses to the pandemic that our Health-Related Institutions have contributed?

Education of Healthcare Professionals, such as LVN's, RN's, EMT's, Paramedic's, Surgical Technicians, and Dental Hygienists at TSTC has been dramatically impacted by the limited and, at times, lack of access to experiential learning in

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medical facilities for students. All of these programs have adapted in order to keep students engaged and on course for successful completion by utilizing more online case-based learning, high fidelity simulation, and creative approaches to offer access to experiential learning with live patients. TSTC has ensured student safety by providing the required PPE and by thoroughly training students regarding the proper application in relation to the COVID pandemic. Many allied health programs at TSTC were already utilizing some components of online learning prior to this pandemic, but all programs are currently providing all didactic coursework and lectures via online learning. Students and faculty have faced challenges in making this sudden transition to this modality of learning, but they continue to adjust and thrive as they move forward with quality health-related education.

While TSTC is not a research institution, because of the initial impact of COVID-19 and the shortage of ventilators across the United States, a team of faculty and staff composed of engineers, robotics and mechatronics professionals, nurses, EMTs, machinists, and faculty from other technologies teamed up to develop a ventilator prototype along with white papers to mass produce ventilators, if necessary, at a low cost and with few parts. They successfully and rapidly responded by creating a fully functional prototype that is ready to be mass produced.

7. How have state and federal COVID-related funds already impacted budgets?
Federal funds have helped offset new costs to the institution due to changing the way TSTC must deliver instruction. These funds will cover costs related to converting instructional content to an online format and costs of additional equipment and faculty necessary to accommodate new distancing guidelines. The federal and state funds should be sufficient to meet immediate needs in FY 2021, but a longer term “new normal” may keep costs at a higher level after the current grant funds are expended.
8. How has the pandemic affected the overall financial status of small and rural community colleges?
Not Applicable
9. Does your institution have a public, online dashboard for the reporting of positive COVID-19 cases which is updated daily? If so, what is the link to the dashboard?

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TSTC has been monitoring and tracking COVID-19 cases while utilizing a dashboard internally. The College has just started using a new system for recording data and will be publicizing that information with a public dashboard soon.

Student Learning COVID-19 Return to Campus Parameters for Instructional Activities

1. Proximity and Social Distancing (minimum of 6 feet)
 1. Lecture space
 1. Student and employee face covering is required per CDC recommendations. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
 2. Lectures will be delivered online or remote classrooms (digital)
 3. If content is incapable of being deliver by 1.1.1 the following apply
 1. Student seating will follow the proximity parameters
 2. Surfaces of student classroom areas will be sanitized prior to and after use
2. Lab Space
 1. Computer Lab the following apply
 1. Student and employee face covering is required
 2. All computer workstations will comply with the proximity standards
 3. Computers (monitor, entire keyboard, mouse, peripherals) and the work surfaces will be sanitized before and after each use
 2. Industrial/Mechanical/Electronics Lab the following apply
 1. Student and employee face covering is required
 2. Works stations and lab equipment will comply with proximity parameters
 1. When lab activities are essential to the learning outcomes and are incapable or unsafe to be completed without a breach of the proximity parameters, students and employee will comply with increased PPE standards:

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1. Level I mask (TSTC provided/pleated mask) and eye protection (face shield or goggles/TSTC provided)
 3. Work area, lab equipment, and tools will be sanitized prior to and after each transaction
3. Culinary Labs the following apply
 1. Student and employee face covering is required
 2. Student work areas in the kitchen will comply with proximity parameters
 3. Stationary shared laboratory kitchen equipment (ovens, freezers, mixers, etc.) will:
 1. Require disposable gloves while in use or will be sanitized before and after each transaction
 2. Will comply with proximity parameters for managing student access
4. Outdoor Labs the following apply
 1. Student and employee face covering is required
 2. Students and employee will comply with proximity standards
 3. Students and employee will comply with increased PPE standards
 1. Level I mask (TSTC provided/pleated mask) and eye protection (face shield or goggles/TSTC provided)
 4. In cases where lab equipment and tools are not capable of being sanitized, disposable gloves must be worn when handling tools and equipment. Disposable gloves will be discarded after use, not to be worn for the remainder of lab activities
 5. Motorized vehicle usage
 1. Limit only one individual within the vehicle (both closed and open cab)
 1. When activities are essential to the learning outcomes and are incapable or unsafe to be completed without a breach of the proximity parameters, students and employee will comply with increased PPE standards
 1. Level I mask (TSTC provided/pleated mask) and eye protection (face shield or goggles/TSTC provided)
 2. Sanitize the touch surfaces of the vehicle prior to and after each transaction
5. Student Lab Projects

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1. Where the completion of lab projects are a required learning outcome activities, students will be allowed to return to campus
 1. All proximity and safety standards must be followed
 2. Where the completion of lab projects are not an essential activity for required learning outcomes, students will not be allowed to complete projects.
 1. Faculty should coordinate directly with students and establish a time for students to retrieve the project
 2. All proximity and safety standards must be followed
6. The Allied Health Programs will follow all of the outlined expectations in the "Return to Campus Parameters for Instructional Activities".
1. In addition, to meet standards outlined by our external governing agencies as well as maintain consistent standards with our industry partners our students will also be screened prior to participating on and off campus. Our students will have greater risks of exposure than most students due to the nature of the professions of Allied Health and clinical learning environments. CDC outlines some expected screen criteria for Health Care Personnel.
 1. https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Finfection-control%2Fcontrol-recommendations.html#monitor_manage
 2. (See #8)
 1. The screenings will assess and ask the following questions:
 2. · Actively take their temperature
 3. · Document absence of symptoms consistent with COVID-19.
 4. · Determine immediate risk of possibly having COVID-19 due to close proximity to family confirmed to be positive for COVID-19.
 3. Any student identified to have a positive screening would be asked to keep their facial covering on and leave the facility.
 4. Personal Protective Equipment Guidelines are followed as outlined by each of our respective clinical partners directed by DHS, CDC and the organization. Allied Health students attending clinical will need to be specifically trained in Donning and Doffing PPE and N95 usage expectations and policies. Most health care settings are currently not

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allowing clinical students due to the shortage in PPE and it is imperative that we take necessary steps to ensure proper usage, and access to PPE

2. Dental Hygiene is an exception to the policy in that the clinic on campus is treating actual patients and must have on campus compliance with all CDC guidelines. Mrs. Rico has established much more rigorous policies for students and patients coming to campus. I will not outline the details of those policies in this document.

7. Entrance / Egress Traffic Flow

1. Classrooms

1. Classrooms with more than one point of access
 1. Establish Entry and Exit doors where there are more than one access point
 2. Establish an entrance and egress traffic flow that does not involve cross directional traffic
2. Classrooms with only one point of access
 1. Establish entrance and egress protocols that:
 1. Comply with the proximity parameters
 2. Do not promote cross directional traffic flow

2. Labs

1. Labs with more than one point of access
 1. Establish Entry and Exit doors where there are more than one access point
 2. Establish an entrance and egress traffic flow that does not involve cross directional traffic
2. Labs with only one point of access
 1. Establish entrance and egress protocols that:
 1. Comply with the proximity parameters
 2. Do not promote cross directional traffic flow
3. Labs with multiple activity specific areas within one general lab space (i.e. Welding-booths, cutting tables, gouging and grinding areas)
 1. Work stations within the area will comply with the proximity parameter
 2. Establish a single flow traffic pattern between each of the areas of the lab that does not promote cross directional traffic
3. General use space (breakrooms, study areas, common space within the department area) *all general use space in the common area of the buildings will be addressed by facilities staff*
 1. Lock doors and eliminate the use of those spaces where possible
 2. Remove or cover all furniture, tables and common furniture when locking the facility is not possible

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1. Proximity parameters will be maintained for these spaces

8. Personal Protective Equipment (PPE)

1. Face coverings
 1. Will be required for all activities on campus
 2. Face coverings can include, cloth face coverings (4 ply material, standard use dust masks, pleated medical masks, N95 respirator masks)
2. Masks
 1. Will be required for any required activity when it is not possible to maintain the proximity standards
 2. Masks are Level I medical grade or higher, up to N95 respirator
3. Face Shields
 1. Will be required for any required activity when it is not possible to maintain the proximity standards
 2. Face shields include full face plastic shields, goggles or safety glasses

9. Tool Rooms / Supply Rooms

1. Proximity parameters will be maintained by students retrieving items from tool and supply rooms
2. Ample space for students to maintain proximity parameters will be made and spacing indicators installed on floor in waiting area
3. Requests for tools and supplies will be made in compliance with the proximity parameters, tools and supplies will be placed on a common surface, students will retrieve them and both parties will maintain the 6 ft. proximity parameter.
4. The exchange surface will be sanitized after each transaction

10. Hand Washing

1. Equipment
 1. If hand washing facilities are not readily available, temporary stations will be installed
2. Regimen/Frequency
 1. Employee and students will develop a regimen for routine hand washing during class and lab activities
 2. Handwashing will occur prior to class or lab and the conclusion of class or lab

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3. Handwashing will take place at hourly intervals or more frequent when activities require common surfaces to be touched by more than one individual
11. Managing Social Distancing in the Class / Lab
 1. Employee will be responsible for demonstrating positive social distancing and comply with the proximity standards
 2. Social distancing coaching will be part of routine class or lab activities
 3. Positive reinforcement will be used for students who demonstrate responsible social distancing and respect the proximity standards
 4. Students who inadvertently breach the proximity parameters will be reminded of the social distancing protocols
 5. Students who repeatedly or intentionally breach the proximity standards or other safety protocols will be removed from class or lab and referred to the Dean of Students office
12. Facility and Equipment Sanitization
 1. Frequency
 1. Classroom and lab work areas will be sanitized after each class or after each use transaction when another student must use the same equipment
 2. Lab equipment touch surfaces will be cleaned after each lab or after each use transaction when another student must use the same equipment
 3. General works spaces will be cleaned down prior to and after each class or lab
13. Training
 1. Each class and lab will provide verbal guidance students with the College safety and social distancing standards, student responsibility expectations, and proper PPE
 2. Print and display TSTC COVID - 19 Safety Standards [COVID-19-Sign SafetyGuidelines 8.5x11.pdf](#)
 3. One common PPE safety training video will be prepared by the TSTC Safety department, this video should be the initial learning activity of each class and lab on the first class and lab after return. [TSTC COVID-19 Safety Training Video on Face Coverings](#)

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Effective: July 8, 2020

Texas State Technical College, in accordance with Governor Abbott's April 27, 2020 plan for [reopening of Texas](#), will utilize a phased approach to return to campus. The health and wellbeing of our TSTC family remains the guidepost for decision making. So, too, do our four guiding principles that we established at the onset of COVID-19:

- Protect the health and safety of students and employees.
- Protect the health and safety of our communities.
- Do our job of teaching & placing students.
- Keep TSTC and our employees as financially sound as we possibly can.

IN ALL CIRCUMSTANCES, CDC/STATE OF TEXAS/TSTC GUIDANCE FOR SOCIAL DISTANCING AND PERSONAL HYGIENE MUST BE FOLLOWED.

This plan is subject to change should the need arise based on the monitoring of the COVID-19 situation.

Throughout each phase, employees will adhere to the following established safety protocols:

- Employees are required to wear a face covering (mask) at all times while on TSTC property when interacting with others or when social distancing is not feasible (not required in personal vehicles, walking to and from the buildings, inside personal office space).
- Employees will be required to practice social distancing at all times while on TSTC property (remain at least 6 feet apart).
- Employees will be provided disinfectant spray and/or wipes and required to frequently disinfect their work areas.
- Employees will be required to wash their hands frequently and thoroughly for at least 20 seconds.
- Employees who are coughing and who have a body temperature of 99.6 degrees F or greater are required to stay home until fever free for a period of 72 hours without the use of fever reducing medication.

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- Employees will be required to limit face-to-face events and meetings that require close contact, and replace those with virtual meetings and/or telephone calls.
- Employees will refrain from all non-essential travel.

Employees who are considered high risk or who are otherwise unable to return to campus should work with their supervisor to discuss alternate accommodations. For additional information or clarification, please contact Human Resources.

EMPLOYEES on CAMPUS

EMPLOYEE PHASE 1: May 4 - July 10, 2020

Current remote work protocols remain in effect for the majority of employees. Students and instructors in programs whose labs and/or courses require face-to-face, hands on learning as well as student support staff are allowed on campus. Support staff, as identified by functional Vice Chancellors, are also allowed on campus. Faculty and staff are encouraged to limit their amount of time on campus. The following departments may bring a limited number of staff back to each campus as they deem necessary to fulfil the needs of students, employees and others:

- Instructors and Support Staff
- Facilities and Maintenance
- Student Accounting
- Central Receiving
- Student Services
- Police and Safety Officers
- Housing
- Campus Stores (Cafe & Bookstore)

No visitors are allowed on campus at this time.

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[Safety protocols](#) will be adhered to at all times while on

TSTC property. **EMPLOYEE PHASE 2: July 13 –**

August 1, 2020

Remote work protocols remain in effect for as many employees as is feasible. Remote work schedules may be practical for many employees who do not come into direct contact with students or customers. For these employees, their manager will determine the length of time their remote schedule will last. Each manager is responsible for ensuring employees are able to perform their duties appropriately while working remotely.

During Phase 2, the following departments may bring a limited number of staff back to each campus as they deem necessary to fulfil the needs of potential and current students as well as external stakeholders (these are in addition to the departments currently on campus as defined by Phase 1):

- Provosts and Associate Provosts
- Enrollment Management
- Student Services (Financial Aid, Veterans Services, Disability Services, Testing, etc.)
- Student Learning Support (Lab Assistants, Departmental Admin, etc.)
- Career Services
- Recruiting
- Student Workers (currently on campus for instructional assistance; increase allowance to include workers on campus for staff assistance in areas such as OIT, Student Services, and Retail Operations).

Prior to staff returning to campus, each manager shall confer with their functional Vice Chancellor to receive approval for minimal staff to return. Each manager shall document how their staff will maintain the TSTC safety protocols of social distancing, PPE, and hand washing. This documentation will be provided to the Emergency Operations Team and the department, if approved to return, will fall into the rotation of safety inspections.

Managers should provide advanced notice to employees outlining when the employee is expected to return (minimum of 2 business days of notice is recommended).

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Visitors in varying group sizes will be allowed on campus (see below). Visitors will be held to the same standards as employees in following safety protocols.

The guidance provided by the Texas Governor, local officials and college executives will determine the implementation of this phase. Should the need arise to reduce the amount of employees on campus, Phase 2 may roll back to Phase 1 at any given time.

EMPLOYEE PHASE 3: August 2, 2020

Depending on the results of Phase 2, other departments not previously approved to allow staff back on campus may submit a request to the Emergency Operations Team to do so. The request should document how their staff will maintain the TSTC safety protocols of social distancing, PPE, and hand washing. The department's Vice Chancellor must sign off on the approval.

Remote work protocols continue to remain in effect for as many employees as is feasible. Remote work schedules may still be practical for many employees who do not come into direct contact with students or customers.

Safety protocols will be adhered to by employees and visitors at all times while on TSTC property.

Managers should provide advanced notice to employees outlining when the employee is expected to return (minimum of 2 business days of notice is recommended).

Visitors in varying group sizes will be allowed on campus (see below). Visitors will be held to the same standards as employees in following safety protocols.

AFTER AUGUST, 2020

Guidance by the CDC and local health officials will determine the next phases of staff returning to campus.

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VISITORS on CAMPUS

Visitors fall into three primary groups:

- Group I: Visitors on campus to meet with faculty and staff for essential business or employment recruitment (i.e. Human Resources, Facilities & Maintenance, Industry Partners, Advancement, Government Affairs)
- Group II: Visitors on campus for enrollment services or activities (i.e. Enrollment Services, Veterans Services, Testing)
- Group III: Visitors on campus for tours or other registration needs (i.e. Recruiting, Enrollment Services, Workforce Training, Career Services)

In all instances, safety protocols will be adhered to by employees and visitors at all times while on TSTC property.

CURRENT PHASE: Visitors are not allowed on campus through

June 19, 2020. **VISITORS PHASE I, effective July 13, 2020:**

- Group I visitors to campus will be limited to parties of less than five.
- Group II visitors to campus will be limited to 25 percent occupancy of applicable meeting or gathering areas (in no instance more than 10 people)
- Group III visitors are not permitted.

VISITORS PHASE II, effective July 27, 2020:

- Group I visitors to campus will be limited to parties of 10 or less.
- Group II visitors to campus will be limited to 50 percent occupancy of applicable meeting or gathering areas (in no instance more than 30 people at one time).
- Group III visitors to campus will be limited to groups of 10 or less.

VISITORS PHASE III, effective August 10, 2020:

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- Group I visitors to campus will be limited to parties of 10 or less.
- Group II visitors to campus will be limited to 50 percent occupancy of applicable meeting or gathering areas (in no instance more than 30 people at one time).
- Group III visitors to campus will be limited to 50 percent occupancy of applicable meeting or gathering areas (in no instance more than 30 people at one time).

VISITORS PHASE IV, to be determined.

Depending on guidance from the CDC and state officials, the allowance of visitors on campus may change should the need arise to maintain safety.

TSTC Statewide COVID - 19 Custodial Disinfecting Guidelines and Scene Management Plan

Custodial Services is implementing additional procedures to ensure our campus buildings are clean and safe. We are adhering to guidelines from the U.S. Centers for Disease Control and Prevention (CDC) with increased cleaning frequencies and disinfecting of high-touch surfaces in all common areas, public spaces, break rooms, and other areas throughout the campus.

We are developing and implementing operational plans to sustain enhanced cleaning and disinfecting services and frequencies for all high-use areas. In an effort to provide enhanced sanitation and disinfection in all campus buildings with current resources, Custodial Services staff are:

- Training on enhanced cleaning and disinfecting procedures, use of Personal Protective Equipment and personal safety measures based on recommendations from the CDC.
- Performing regular quality assurance inspections to ensure staff understand and are following proper cleaning and disinfection protocols and use proper Personal Protective Equipment (PPE) as required during their daily performance of duties.

Scene Management

Once Facilities receives a report about a contaminated area the following protocols are followed:

- Identified areas will addressed based on the EOT Response Team Protocols 1, 2 or 3

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- Facilities Management will be in contact with the Campus Safety Officer, Instructor(s) and ICP Team to evaluate the area(s) of concern. After determination of the incidents Protocol, Custodial Services will follow:
- Disinfecting Guideline 1 (Reference: EOT Response Team Protocols 1 & 2)
 - Ensure area is secured
 - Team is dispatched wearing PPE (Mask, Gloves, Gown, Face Shield and Shoe Covers)
 - Begin disinfecting
 - Custodian submits disinfection checklist to Supervisor
 - Supervisor/Manager inspect area after completion
 - Enter data into COVID-19 Case Cleaning Form
 - Inform Campus Safety Officer, Instructor and ICP Team that area is disinfected and ready for use
- Disinfecting Guideline 2 (Reference: EOT Response Team Protocol 3)
 - Ensure area is secured
 - Wait a minimum of 24 hours (If applicable) after area is secured to begin any disinfecting
 - Team is dispatched wearing PPE (Mask, Gloves, Gown, Face Shield and Shoe Covers)
 - Begin disinfecting
 - Custodian submits disinfection checklist to Supervisor
 - Supervisor/Manager inspect area after completion
 - Enter data into COVID-19 Case Cleaning Form
 - Inform Campus Safety Officer, Instructor and ICP Team that area is disinfected and ready for use

<https://forms.gle/zFyL6HLMdsL7bRQw8>

TSTC Contact Tracing Protocols

Date: 08.27.2020

Goal:

To identify COVID-19 exposures among staff and students of TSTC and to minimize contact between those who are exposed and others to limit opportunities for COVID-19 to be transmitted.

Resource Links:

- [CDC - Contact Tracing Overview](#)
- [CDC - Contact Tracing : Part of a Multipronged Approach to Fight the COVID-19 Pandemic](#)
- [Checklist Steps for Each Case](#)
- [Checklist Steps for Each Contact](#)
- [TSTC COVID-19 Response Protocol](#)
- [Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Health Insurance Portability and Accountability Act \(HIPAA\)](#)

Definitions:

- **Case** - Someone who has tested positive for COVID-19.
- **Presumed Case** - Someone who is considered positive but lacks confirmation by test.
- **Contact** - Someone who had close contact with a Case during or at least 2 days before Case's illness.

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- **Isolation** - the act of keeping a Case separate from healthy people. Typically lasts for a minimum of 10 days.
- **Quarantine** - restricts movement and contact of healthy people who have been exposed. Typically lasts 14 days.
- **Congregate Housing Settings** - any kind of shared living environment where an individual or a family has private living quarters, but shares common dining, recreational, or other facilities with others. Increased Risk Setting.

Justification:

Since the response and recovery operations at TSTC are significantly impacted by a campus exposure event, **time is of the essence** to enact response and recovery protocols in order to limit exposure and mitigate risk. Both of these protocols rely upon the scope of exposure to TSTC which can only be determined by contact tracing once a confirmed case is known and linked directly to a TSTC campus.

TSTC Executive Leadership has identified a response team (EOT Response Group) that will coordinate with campus based Enrollment Management and Human Resource personnel for coordination of investigation.

Procedure:

1. TSTC receives notification of an employee or student having symptoms of COVID-19, being tested for COVID-19, testing positive for COVID-19, coming into direct close contact with someone who has COVID-19 or is being tested for COVID-19.
2. TSTC Enrollment Services or Human Resource departments are notified to conduct an initial interview to determine scope of exposure.
3. If the exposure risk to campus is direct then a contact tracing investigation, with a focus on the first level contact exposure, is initiated by the appropriate investigation team. Additionally Campus Provost Office is notified of an area exposure and scene management is requested so that
4. The results of the interview or investigation will be submitted to the TSTC EOT Response Group with copies to TSTC Risk Management for evaluation and recommendation based on the established TSTC COVID-19 Response Protocols.
5. TSTC EOT Response Group will coordinate all positive cases with local health authorities on an as-needed basis determined by TSTC Leadership.

APPENDIX

Operating Requirements:

Contact Tracing General Parameters

1. Contact Tracing teams will consist of TSTC personnel within the Enrollment Services and Human Resources departments.
2. All TSTC Contact Tracers shall take Contact Tracing Online Training to become knowledgeable and familiar with industry recommended best practices. This training is available through [Coursera/Johns Hopkins](#).
3. Contact Tracers will receive interview/investigation requests automatically through the *TSTC COVID-19 Tracking System*.
4. Contact Tracing Teams will work primarily with cases involving their assigned campuses; however, there will be times when they will assist with interviews and investigations on other campuses as needed.
5. Student and Employee health information obtained during the course of a COVID-19 Interview or Investigation should be treated with the utmost concern for patient privacy and all applicable FERPA and HIPAA laws and regulations.

Response Team Process (Students)

1. The EOT Response Team is notified of the investigation/case file through the *TSTC COVID-19 Tracking System*.
2. Student case is forwarded to appropriate COVID Response Team Member
 - a. COVID Response Team members:
 - i. Griselda Sanchez (West Texas)
 - ii. Janette Gomez (Harlingen)
 - iii. Jenny Rowe (Waco and North Texas)
 - iv. Michael LeRoux (Ft. Bend and Hutto)
 - v. Rachel Myrick (Marshall)
 - vi. Courtney Moltzer (Waco)
 - vii. Michelle Rachelles (Waco)
 - viii. Katie Infante (Harlingen)

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- ix. Danyelle Jackson (Marshall)
 - x. Lance Hendrick (Fort Bend)
- 3. EOT Response Team Member reviews the assigned COVID-19 case.
 - a. If student is in housing, Team Member should contact Jeremiah Bland as soon as possible.
- 4. EOT Response Team Member conducts COVID-19 interview with student or designated contact
 - a. Fills out TSTC COVID-19 Investigation Form during interview, *all questions to be asked are guided by the required data fields found in the TSTC COVID-19 Tracking System.*
 - i. Determines last date student was on campus
 - 1. If during the previous 14 days, where did the student go on campus and whom did they make contact with?
 - a. Was a face covering worn during all times?
 - b. Was any of the contact closer than 6 feet and prolonged for 15 minutes or greater?
 - 2. Does the student live on campus (if applicable)
 - ii. Did the student have interactions with any member(s) of the campus community off campus?
 - a. Was a mask worn during all times?
 - b. Was any of the contact closer than 6 feet and prolonged for 15 minutes or greater??
 - iii. Confirm student reports of class environment with instructor; were TSTC COVID-19 protocols followed?
- 5. Once interview is complete:
 - a. The TSTC *TSTC COVID-19 Tracking System* is updated by the assigned contact tracing investigator.
 - b. If student lives on campus notify Campus Housing (Jeremiah Bland)
 - c. Contact instructors of affected student:
 - 1. Let instructor know about situation
 - 2. Determine the best way for students to continue the class during their absence.
 - 3. Let instructor know to monitor other students for signs/symptoms
 - d. E-mail is sent to student to wrap-up interview, restate expectation and to initiate future follow-up

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6. After initial contact, follow-up with student/designated contact should take place approximately every 48-72 hours until student is cleared to return to campus
 - a. Protocol 1:**
 - i. Continue making contact with the student until the tests results of the individual with which they had close contact are known or until 14 days have elapsed.
 1. Obtain a copy of test results to provide to the EOT Response Team.
 2. Determine if the individual who received the test results has been cleared to leave quarantine.
 3. Determine if the student is exhibiting any signs or symptoms of COVID-19. If the student is, update the EOT Response Team so that the student can be classified as a Protocol 3.
 - ii. Once the EOT Response Team has reviewed the investigation, a decision will be made on whether or not the student can return to class.
 - b. Protocol 2:**
 - i. Continue making contact with the student until the 14 days have elapsed.
 1. Determine if the student is exhibiting any signs or symptoms of COVID-19.
 - a. If the student has symptoms, update the EOT Response Team so that the student can be reclassified as a Protocol 3.
 2. Once EOT Response Team has reviewed the documentation a decision will be provided on whether or not the student can return to class.
 - c. Protocol 3:**
 - i. Continue making contact with the student.
 1. If the student tested negative: once the EOT Response Team has reviewed the documentation a decision will be provided on whether or not the student can return to class.
 2. If the student tests positive:
 - a. Follow Protocol 3 guidelines requiring specific virus milestones to be cleared before receiving authorization from the EOT Response Team to come back to campus.

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- b. Refer student to their primary doctor or to one of the testing sites listed below.
 - c. Should student be unable to pay for the test, please refer to <http://bit.ly/TSTCEmergencyaid> for emergency aid.
- 3. If the student decides not to test:
 - a. Follow Protocol 3 guidelines requiring specific virus milestones to be cleared before receiving authorization from the EOT Response Team to come back to campus.
- 7. When student is cleared to return to class:
 - a. If student is in need of any sort of accommodations, they should be connected with the appropriate ALA staff member.

Response Team Process (Employees)

- 1. TSTC is notified of potential employee COVID-19 case or exposure
- 2. Appropriate individuals/teams are notified
 - a. EOT Response Team at EOTresponseteam@tstc.edu and
 - b. COVID Response Team (HRBP Contact Tracing Team - Employees)
- 3. Employee case is forwarded to appropriate COVID Response Team Member
 - a. COVID Response Team members:
 - i. Kelly Contella
 - ii. Amanda Oswalt
 - iii. Toni Lerch
 - iv. Lupe Deloera
 - v. Julie Gonzalez
 - vi. Jamee Quaid
 - vii. Carmenia Del Toro
 - viii. Melissa Aleman
 - ix. Kori Miller
- 4. EOT Response Team Member initiates/reviews Employee COVID-19 case.
- 5. EOT Response Team Member conducts COVID-19 interview with employee or employee family member.

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- a. Fills out TSTC COVID-19 Investigation Form during interview, *all questions to be asked are guided by the required data fields found on Investigation Form.*
 - i. Determines last date employee was on campus
 - 1. If during the previous 14 days, where did the employee go on campus and whom did they make contact with?
 - a. Was a face covering worn during all times?
 - b. Was any of the contact closer than 6 feet and prolonged for 15 minutes or greater?
 - ii. Did the employee have interactions with any member(s) of the campus community off campus?
 - a. Was a face covering worn during all times?
 - b. Was any of the contact closer than 6 feet and prolonged for 15 minutes or greater??
 - iii. Confirm employee reports of work environment; were TSTC COVID-19 protocols followed?
- 6. Once interview is complete:
 - a. TSTC COVID-19 Investigation Form is sent to EOT E-mail (EOTResponseTeam@tstc.org)
 - b. Summary e-mails are sent to:
 - i. Pamela Mayfield; Kelly Contella; and appropriate Campus Provost
 - c. Contact manager of affected employee
 - 1. Let manager know about situation
 - 2. Determine the best way for employee to continue working during their absence.
 - 3. Let manager know to monitor other employees for signs/symptoms
 - d. E-mail is sent to employee to wrap-up interview, restate expectations and to initiate future follow-up
- 7. After initial contact, follow-up with employee/designated contact should take place within 3 days until employee is cleared to return to campus
 - a. **Protocol 1:**
 - i. Continue making contact with the employee until the tests results of the individual with which they had close contact are known or until 14 days have elapsed.
 - 1. Obtain a copy of test results to provide to EOT Response Team.

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2. Determine if the individual who received the test results has been cleared to leave quarantine.
 3. Determine if the employee is exhibiting any signs or symptoms of COVID-19. If the employee is, update the EOT Response Team so that the employee can be classified as a Protocol 3.
 - ii. Once the EOT Response Team has reviewed the documentation then a decision will be provided on whether or not the employee can return to campus.
 1. If the employee is unable to return to work remotely or resume on-campus activities, notify HR as soon as possible.
- b. Protocol 2:**
 - i. Continue making periodic contact with the employee until the 14 days have elapsed.
 1. Determine if the employee is exhibiting any signs or symptoms of COVID-19.
 - a. If the employee has symptoms, update the EOT Response Team so that the employee can be reclassified as a Protocol 3.
 2. Once the EOT Response Team has reviewed the documentation then a decision will be provided on whether or not the employee can return to campus.
- c. Protocol 3:**
 - i. Continue making contact with the employee
 1. If the employee tested negative:
 - a. Once the EOT Response Team has reviewed the documentation a decision will be provided on whether or not the employee can resume on-campus activities.
 2. If the employee tests positive:
 - a. Follow Protocol 3 guidelines requiring specific virus milestones to be cleared before receiving authorization from the EOT Response Team to come back to campus.
 - b. Refer employee to their primary doctor or to one of the testing sites listed below.
 3. If the employee decides not to test:

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- a. Follow Protocol 3 guidelines requiring specific virus milestones to be cleared before receiving authorization from the EOT Response Team to come back to campus.
8. When employee is cleared to return to campus:
 - a. Employee case can be closed
 - b. If employee is in need of any sort of accommodations, they should submit their request to the Office of Human Resources for review.

TSTC COVID-19 Response Protocol

Document Revision Date: 07.20.2020

Goal:

To implement COVID-19 Exposure Response Protocols when there is a report of a confirmed case of COVID-19 on TSTC property or an off campus exposure.

Resource Links:

- [CDC - Social Distancing, Quarantine, and Isolation](#)
- [CDC - Interim Guidance for Administrators of US Institutions of Higher Education](#)
- [CDC - What To Do If You are Sick](#)
- [CDC - When You Can Be Around Others](#)
- [CDC - Contact Tracing Detail](#)
- [CDC - Contact Tracing](#)
- [CDC - COVID-19 Symptoms](#)
- [CDC - Public Health Recommendations](#)
- [CDC - Interim Guidance for First Responders and Law Enforcement](#)

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Need: TSTC needs a process in place for when an employee/student:

- Feels healthy but has recently had close contact with a person who is being tested for COVID-19;
- Feels healthy but has recently had close contact with a person who has COVID-19;
- Has multiple symptoms of COVID-19,
- Is awaiting COVID-19 test results or has been diagnosed with COVID-19.

Justification:

Since our response and recovery operations are significantly impacted by a campus exposure event, time is of the essence to enact response and recovery protocols. TSTC has identified a subset of the Emergency Operations Team that will have the knowledge and tools necessary to evaluate a potential exposure and will rely upon information gathered from immediate contact tracing, the campus ICP teams, and their command structure.

Definitions:

Close Contact - Individual who has had close contact (< 6 feet) for a prolonged period of time. Prolonged period of time is defined as 15 minutes or more. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., did the person cough directly into the face of the individual) remain important ([CDC-Public Health Recommendations](#)).

COVID-19 Symptoms:

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19:

- | | |
|---|------------------------------|
| ● Fever or chills | ● Headache |
| ● Cough | ● New loss of taste or smell |
| ● Shortness of breath or difficulty breathing | ● Sore throat |
| ● Fatigue | ● Congestion or runny nose |
| ● Muscle or body aches | ● Nausea or vomiting |
| | ● Diarrhea |

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Protocol 1

Procedure when employee or student feels healthy but has recently had *close contact* with a person who is being tested COVID-19:

- **Employee/Student should immediately self-report through the TSTC Employee Portal or through Maxient using the self-report feature.**



- **Employee/student should immediately self quarantine** UNTIL test results of individual being tested is known:
 - If COVID-19 PCR test results are positive then Protocol 2 applies.
 - If tests are negative then Employee/student may return to work if they are not symptomatic (for COVID-19)
 - If test results are unavailable then the self quarantine period will be 14 days from last contact with person being tested.
- TSTC will:
 - Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
 - Disinfect all exposed areas using CDC recommended disinfection techniques.
 - Instructor will monitor affected class(es) for students showing symptoms, send home students if symptoms present. Should this occur, contact tracing procedures will be followed.
 - Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.

Protocol 2

Procedure when employee or student feels healthy but has recently had *close contact* with a person who has tested positive COVID-19:

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- **Employee/Student should immediately self-report through the TSTC Employee Portal or through Maxient using the self-report feature.**



- **Employee or student should immediately self quarantine for 14 days** based on the date that the COVID-19 like symptoms first appeared AND notify their manager/instructor(s) and Human Resources/Enrollment Management Response Team by self reporting.
 - If the student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff should also be immediately notified.
 - Residence will be evaluated for isolation capability and student may be moved to an isolated room.
 - During on campus isolation, Dining Services will provide three meals a day to student and hygiene kit(s).
 - Employee/student should check temperature twice daily (keeping a log of time, date method) and watch for symptoms.
 - Employee/student should stay away from people who are high risk for getting very sick from COVID-19.
- TSTC will:
 - Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
 - Disinfect all exposed areas using CDC recommended disinfection techniques.
 - Instructor will monitor affected class(es) for students showing symptoms, send home students if symptoms present. Should this occur, contact tracing procedures will be followed.
 - Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.

Commented [1]: + "Of the other person"

Protocol 3

Procedure when employee or student has multiple symptoms of COVID-19, is awaiting COVID-19 PCR test results OR has been diagnosed with COVID-19:

- **Employee or Student should immediately self-report through**

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the TSTC Employee Portal or
through Maxient using the self-
report feature.





- **Employee or student should immediately self quarantine for 10 days** and notify their manager or instructor(s) and Human Resources/Enrollment Management Response Team.
 - **If Employee or Student has taken a COVID-19 PCR Test:**
 - If PCR test is negative, employee or student may return to campus as long as they are not symptomatic.
 - **If not tested OR if test results are unavailable from a testing authority:**
 - Employee or Student may return to campus IF:
 - 1 day with no fever **AND**
 - COVID-19 like symptoms have improved **AND**
 - 10 days since symptoms first appeared
 - **If test results are positive:** to determine if the employee/student are still contagious, they can leave home/return to campus after these three things have happened:
 - Employee/student no longer has a fever for at least 24 hours (without the use fever reducing medication), **AND**
 - Other COVID-19 related symptoms have improved (for example, when your cough or shortness of breath have improved), **AND**
 - 10 days since the date of test
 - **If test results are negative:** Employee or Student may return to campus as long as there are no more COVID-19 like symptoms **AND** they have been cleared to return to campus by a member of TSTC Student Services or TSTC Human Resources.
 - **Recommendations:**
 - During this time they should stay in a specific “sick room” or area and away from other people and/or animals, including pets. If possible, use a separate bathroom and if not possible follow disinfection procedures after each use.
 - If a student lives on campus (Harlingen, Marshall, Sweetwater, Waco), Housing staff should also be immediately notified.
 - Residence will be evaluated for isolation capability and student may be moved to an isolated room.
 - During on-campus isolation, Dining Services will provide three meals a day to student and hygiene kit(s).
- TSTC will:

- Assess Risk, Activate Response Team, Report to Campus ICP Team, and Report to Emergency Operations Team
- Disinfect all exposed areas using CDC recommended disinfection techniques.
- TSTC will implement Contacting Tracing Protocol.
- EOT will determine based upon information gathered from ICP Team and Contact Tracing Protocol whether to suspend classes for 2-5 days or longer.
- Human Resources/Enrollment Management Response Team will work with the Department/Instructor(s) to monitor the employee/student's health and assist in identifying opportunities for the work/class to be completed remotely/or made up and refer to community resources. Employee/student should not return to campus until clearance has been granted by Human Resources/Enrollment Management Response Team.
- TSTC is committed to working with local health officials throughout the process.

Appendix:

[EOT Response Plan](#)

Notifications:

Once an employee/student discloses information that meets any of the criteria above, the following notifications should take place as soon as the individual has been asked to leave campus and self quarantine:

1. Contact Human Resources for employee/Enrollment Management for students and the TSTC Safety Officer listed below activate response protocol.
 - a. For students a [Maxient report](#) can be submitted. Select from the first drop down menu title "Nature of this report" the option of "COVID-19", and then complete the entire form.
2. After these notifications have taken place please keep information confidential and wait for further guidance from the Office of Risk Management.
3. TSTC Safety Officer will coordinate scene management.
4. Human Resources/Enrollment Management Response Team will coordinate investigation and contact tracing if needed. In addition Human Resources/Enrollment Management Response Team will work with employee/student to make work/classroom arrangements.

Contact Teams:

- Risk Management - Chris Martin, 346.239.3428, chris.martin@tstc.edu
- TSTC Safety - Waco/EWC/North Texas/Marshall: David Johnson 254.867.3950
- TSTC Safety - Harlingen/Fort Bend: Enrique Carrillo 956.364.4218
- TSTC Safety - West Texas: Tim Rudloff 325.641.3920

- Human Resources - Kelly Contella, 254.867.2368, kelly.contella@tstc.edu
- Housing Office - Jeremiah Bland, 254.867.3824, jeremiah.bland@tstc.edu
- Enrollment Management Response Team-
 - Steve Tanton, 254.867.4818, steve.tanton@tstc.edu
 - Griselda Sanchez, 325.235.7311, griselda.sanchez@tstc.edu
 - Janette Gomez, 956.364.4383, janette.gomez@tstc.edu
 - Jenny Rowe, 254.867.3925, jenny.rowe@tstc.edu
 - Michael LeRoux, 325.734.3645, michael.leroux@tstc.edu
 - Rachel Myrick, 903.923.3301, rachel.myrick@tstc.edu